

Program A: Management and Finance

Program Authorization: R.S. 30:2011.C(1)(d)

Program Description

The mission of the Office of Management and Finance is to provides effective and efficient support and resources to all the Department of technical (computer and laboratory services) and financial support services to the programs of the Environmental Quality offices and external customers necessary to carry out the mission of the department. The specific role of Support Services is to provide financial services, laboratory services, information services, human resource services, and administrative services (contracts and grants, procurement, property control, safety and other general services) to the department and its employees.

RESOURCE ALLOCATION FOR THE PROGRAM

	ACTUAL 2001-2002	ACT 13 2002-2003	EXISTING 2002-2003	CONTINUATION 2003-2004	RECOMMENDED 2003-2004	RECOMMENDED OVER/(UNDER) EXISTING
MEANS OF FINANCING:						
STATE GENERAL FUND (Direct)	\$0	\$2,240,000	\$2,240,000	\$7,703,973	\$3,851,346	\$1,611,346
STATE GENERAL FUND BY:					\$0	
Interagency Transfers	42,894	148,000	148,000	66,400	66,400	(81,600)
Fees & Self-gen. Revenues	118,470	150,000	150,000	150,000	150,000	0
Statutory Dedications	52,901,483	60,617,233	60,617,233	61,218,931	63,999,743	3,382,510
Interim Emergency Board	0	0	0	0	0	0
FEDERAL FUNDS	237,237	320,000	320,000	320,000	320,000	0
TOTAL MEANS OF FINANCING	\$53,300,084	\$63,475,233	\$63,475,233	\$69,459,304	\$68,387,489	\$4,912,256
EXPENDITURES & REQUEST:						
Salaries	\$6,699,279	\$7,294,869	\$7,294,869	\$7,775,868	\$7,454,217	\$159,348
Other Compensation	159,266	157,068	157,068	157,068	157,068	0
Related Benefits	1,402,617	1,690,555	1,690,555	2,265,290	2,052,177	361,622
Total Operating Expenses	4,854,960	5,839,152	5,514,346	7,222,498	7,222,498	1,708,152
Professional Services	3,413,128	4,078,900	3,711,400	3,711,400	3,693,900	(17,500)
Total Other Charges	35,422,067	42,400,783	43,243,089	46,327,957	45,808,406	2,565,317
Total Acq. & Major Repairs	1,348,767	2,013,906	1,863,906	1,999,223	1,999,223	135,317
TOTAL EXPENDITURES AND REQUEST	\$53,300,084	\$63,475,233	\$63,475,233	\$69,459,304	\$68,387,489	\$4,912,256
AUTHORIZED FULL-TIME EQUIVALENTS: Classified	181	174	178	178	178	0
Unclassified	1	1	1	1	1	0
TOTAL	182	175	179	179	179	0

SOURCE OF FUNDING

This program is funded with State General Fund, Interagency Transfers, Fees and Self Generated Revenues, Statutory Dedications and Federal Funds. The Interagency Transfers is from the Department of Health and Hospitals for the administration of the Drinking Water Revolving Loan Program. Fees and Self-generated Revenues are derived from the sale of regulations, manifest forms, photocopies, etc. Statutory Dedications are derived from the Environmental Trust Fund (ETF), the Motor Fuels Trust Fund (MFTF), the Waste Tire Management Fund (WTMF), Municipal Facilities Revolving Loan Fund (MFRLF). (Per R.S. 39:36B.(8), see table below for listing of expenditures out of each Statutory Dedicated fund.) The ETF consists of all fees pursuant to the authority granted in R.S. 30:2014, R.S. 39:55.2 and any other provisions of the law authorizing the department to assess fees. Such fees are only used for the purpose for which they are assessed. The WTMF consist of fees pursuant to the authority of the department to assess fees. The MFTF consist of payments of fees by owners of underground motor fuels storage tanks in accordance with R.S. 30:2194 and 30:2195. The MFRLF consists of Federal Funds and state match, which will be used to administer the Municipal Facilities Revolving Loan Program. The Deficit Elimination Fund will be used to defray the cost of group benefits. Federal Funds consist of grants issued by the U.S. Environmental Protection Agency (EPA) for contractual and operational cost associated with: Air Pollution Control Program; Water Pollution Control Grant; Resource Conservation Recovery Act of 1976; and the Lead Program.

	ACTUAL	ACT 13	EXISTING	CONTINUATION	RECOMMENDED	RECOMMENDED
	2001-2002	2002-2003	2002-2003	2003-2004	2003-2004	OVER/(UNDER)
						EXISTING
Environmental Trust Fund	\$17,152,475	\$17,967,685	\$17,967,685	\$18,617,595	\$21,395,452	\$3,427,767
Waste Tire Management Fund	\$10,974,899	\$12,304,211	\$12,304,211	\$12,304,211	\$12,304,211	\$0
Motor Fuels Trust Fund	\$24,526,363	\$30,000,000	\$30,000,000	\$30,000,000	\$30,000,000	\$0
Municipal Facilities Revolving Loan Fund	\$247,746	\$203,600	\$203,600	\$297,125	\$300,080	\$96,480
Deficit Elimination/Capital Outlay Escrow Replenishment Fu	\$0	\$141,737	\$141,737	\$0	\$0	(\$141,737)

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$2,240,000	\$63,475,233	175	ACT 13 FISCAL YEAR 2002-2003
			BA-7 TRANSACTIONS:
\$0	\$0	4	These four (4) positions were added in the Support Services Program and will be located in the Motor Fuel Trust Fund Section in the Financial Services Division.
\$2,240,000	\$63,475,233	179	EXISTING OPERATING BUDGET - December 2, 2002
\$0	\$142,888	0	Annualization of FY 2002-2003 Classified State Employees Merit Increase
\$0	\$128,500	0	Classified State Employees Merit Increases for FY 2003-2004
\$7,681	\$7,681	0	Risk Management Adjustment
\$0	\$1,362,223	0	Acquisitions & Major Repairs
\$0	(\$1,863,906)	0	Non-Recurring Acquisitions & Major Repairs
\$0	\$5,338	0	Legislative Auditor Fees
\$1,713,949	\$2,837,197	0	Rent in State-Owned Buildings
(\$18,284)	(\$18,284)	0	UPS Fees
\$0	(\$196,308)	0	Salary Base Adjustment
\$0	(\$176,163)	0	Attrition Adjustment
\$0	\$103,288	0	Group Insurance Adjustment
\$0	\$413	0	Civil Service Fees
\$0	\$1,143,293	0	Workload Adjustments - This adjustment is for one-time expenditures related to the move for the Department of Environmental Quality to the Galvez Building. This funding will cover the following items: 1. Lease overlap for 3 months at Jimmy Swaggert properties, 2. furniture redistribution cost to regional offices, 3. repairs necessary to currently leased space, 4. repairs to capital regional office, 5. moving data center servers & ups equipment, 6. ups shutdown/disassemble/reassemble/startup, 7. relocation of two-way radio antenna and control equipment to Galvez and relocation of existing satellite system, and 8. overlap of existing telephone service for 1 month and telephone connect service to galvez.
\$0	\$476,227	0	Workload Adjustments - This adjustment is for recurring cost due to the move to the new building. This funding will cover for the following: 1. Desktop access, 2. LaNet (internet access) 3. Data dial tone DMZ service access port, 4. DMZ bandwidth 3 mb, and 5. Data dial tone add/move change rates.
\$0	\$347,800	0	Workload Adjustments - This adjustment is for recurring expenses for the new laboratory. This funding will cover for the following expenses: 1. Hazardous waste disposal, 2. Computer hardware maintenance, 3. Rental for gas cylinders, and 4. Supplies and interagency transfers to the Division of Administration for data lines.

MAJOR FINANCIAL CHANGES

GENERAL FUND	TOTAL	T.O.	DESCRIPTION
\$0	\$945,850	0	Workload Adjustments - This adjustment is for one-time cost associated with the lab. This adjustment will cover for the following expenses: 1. Repairs to lessor facilities, 2. Rent overlap in old building, 3. Breakdown and setup of lab equipment, 4. supplies and 5. acquisitions.
\$0	(\$141,737)	0	Other Non-Recurring Adjustments - This adjustment removes funding for the deficit elimination fund.
\$0	(\$11,600)	0	Other Non-Recurring Adjustments - This adjustment removes funding for municipal facilities revolving loan fund.
\$0	\$144,000	0	Other Adjustments - Funding provided for the Office of Computing Services
\$0	\$632,811	0	Other Adjustments - Funding provided for incumbent adjustments and training series
\$0	(\$866,824)	0	Other Adjustments - This adjustment offsets the rent increase within this program for the galvez building.
(\$92,000)	(\$92,000)	0	Other Adjustments - This adjustment reduces cost associated with the move to the Galvez Building.
\$0	\$1,569	0	Other Adjustments - This adjustment adds funding for increased cost for ctp in FY 04.
\$0	\$0	0	Net Means Of Financing Substitutions - Replace Interagency Transfers with Statutory Dedications for the Municipal Facilities Revolving Loan Fund Program Administrative support. The department is anticipating less monies from the Department of Health and Hospitals.
\$3,851,346	\$68,387,489	179	TOTAL RECOMMENDED
(\$236,111)	(\$236,111)	0	LESS GOVERNOR'S SUPPLEMENTARY RECOMMENDATIONS
\$3,615,235	\$68,151,378	179	BASE EXECUTIVE BUDGET FISCAL YEAR 2003-2004
			SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE:
\$236,111	\$236,111	0	A supplementary recommendation of \$236,111 in State General Fund support is included in the Total Recommended to offset one-time expenditures related to the move of the Department of Environmental Quality into the Galvez Building. This item is contingent upon the advance payment of debt in Fiscal Year 2002-2003 reducing Non-Appropriated Debt Service State General Fund requirements for Fiscal Year 2003-2004.
\$236,111	\$236,111	0	TOTAL SUPPLEMENTARY RECOMMENDATIONS CONTINGENT ON NEW REVENUE
\$3,851,346	\$68,387,489	179	GRAND TOTAL RECOMMENDED

PROFESSIONAL SERVICES

	Financial Services Division
\$30,000	Bond Advisor for SRF Program - General Legal service advising the SRF Loan Program.
	Human Resources
\$40,000	Legal Services - For legal assistance on personnel matters; I.e. appeals, Equal Employment Opportunity Commission complaints and harassment cases
\$225,000	Medical Exams - To detect possible contamination associated with exposure to materials as a result of work related activities
\$40,000	Departmental Training - Classes for DEQ employees designed to develop basic skills necessary to operate within various software and classes in cardiopulmonary resuscitation for field personnel
\$20,000	Drug Testing - Per Executive order NO. MJF 98-38, this will affect all new hires, employees being promoted and all employees at DEQ subject to testing at random
	Information Services Division
\$2,300,000	Document Management System - Continue the implementation of an agency wide document management system. This system will include the scanning, indexing and electronic storage of all documents submitted to DEQ. The electronic images will be routed to appropriate divisions for processing. This system will provide faster processing, reduction of manual filing systems and physical storage space.
\$300,000	Tools for Environmental Management and Protection Organization (TEMPO) Enhancement - To provide enhancements to the TEMPO system and assist in application and database training; data warehousing; data clean-up migration and mapping.
\$40,000	Consultants/Remote Sensing - LDEQ has purchased and acquired through data sharing with local, state and federal agencies in the GIS community, an enormous amount of satellite and aerial imagery. Even though LDEQ has GIS staff members capable of using this imagery as backdrops for creation of maps, we still need assistance in interpreting this imagery for scientific purposes. Therefore, we have a need for consultants qualified to provide this service.
\$100,000	Analytical Database - Develop and implement agency-wide database for water related analytical database, providing for data validation, technical and analytical information by site or agency interest.
	Laboratory Services Division
\$425,000	Analytical Services - To provide analytical service requested by the other Divisions of DEQ which can be handled by the laboratory.
\$25,000	Lab Performance Evaluation - To provide Performance Evaluation Samples for the Laboratory Accreditation (BIO)
\$20,000	Laboratory Accreditation - to provide audits for the National Environmental Lab Accreditation Program.
\$50,000	Laboratory Auditor - Professional commercial laboratory auditor for assisting with LELAP a accreditation
\$29,000	Laboratory Information Management System (LIMS) Assistance - To provide programming assistance with program development for the Laboratory Information System.

PROFESSIONAL SERVICES

\$2,700	Air Monitoring Contract - to change out two air samples at the Tensas Parish air monitoring site near Grant Gulf Nuclear Station.
\$12,200	National Atmospheric Deposition Program Site Support - to provide analysis of acid rain.
\$25,000	Accrediting Authority Management - To provide assistance in the operation of the Lab Accreditation Program software package.
\$10,000	DMR - Automated Requirements Tracking - To assist in the operation of the department's Discharge Monitoring Report (DMR) study of software.

\$3,693,900 TOTAL PROFESSIONAL SERVICES

OTHER CHARGES

\$40,000	Contract for environmental education for teachers and general public
\$30,000,000	Motor Fuels Underground Storage Tank - To reimburse owners of the eligible tanks for cleanup of leaking underground storage tanks
\$12,000,000	Waste Tire Program - For the cleanup of abandoned waste tire piles statewide and for payment to permitted processors for proper disposal of collected Waste Tires

\$42,040,000 SUB-TOTAL OTHER CHARGES

Interagency Transfers:

\$26,573	Department of Civil Service - Reimbursement for services
\$2,768	CPTP - Training Costs
\$21,850	Division of Administration - Printing and Postage Costs
\$70,400	State Mail Operations - Messenger service
\$67,320	Office of State Police - Statewide Communication
\$45,946	Division of Administration - Uniform Payroll System Billing
\$60,000	Department of Health and Hospitals - Laboratory Analysis
\$59,021	Legislative Auditors - Act No.1235 of the 1995 Revised Statute authorized the Legislative Auditor to allocate and collect from each auditee amounts necessary to compensate the Legislative Auditor for services
\$86,542	Risk Management Adjustment
\$150,000	Division of Administration - Office of State Aircraft - aircraft maintenance and repairs
\$5,040	Division of Administration - Office of State Aircraft - rental hanger
\$666,546	Division of Administration - Office of Telecommunications Management - telephone services
\$7,200	Division of Administration - Office of State Aircraft - aircraft fuel and supplies
\$600	Division of Administration - Forms Management
\$144,000	Division of Administration - email accounts
\$1,878,373	Rent in state-owned buildings
\$476,227	Division of Administration - Desktop Access

\$3,768,406 SUB-TOTAL INTERAGENCY TRANSFERS

\$45,808,406 TOTAL OTHER CHARGES

ACQUISITIONS AND MAJOR REPAIRS

\$1,999,223 Replacement of 3 vehicles, library reference materials, office equipment, laboratory equipment, other equipment, computer equipment, etc.

\$1,999,223 TOTAL ACQUISITIONS AND MAJOR REPAIRS